



JMU Facilities News December 2014

As the end of one year and the beginning of a new one approaches, we would like to take this opportunity to wish everybody in Facilities Management a happy and healthy holiday. I would also like to convey to you the many expressions of gratitude for all of your contributions both individually and collectively that I routinely get from the rest of the JMU community.

Every email, phone call or passing comment complimenting or otherwise acknowledging your hard work and efforts reminds me of the close connection we have to the University's mission. As members of the "*community committed to preparing students to be educated and enlightened citizens who lead productive and meaningful lives*", it is easy to see our how our role makes that possible.

The extra effort we make plays an undeniable role in the difference between mediocrity and excellence in pursuit of that mission; from Accounting to Zone Maintenance, and everything in between.

As the New Year begins, here's to looking forward to solving problems, collaboration within and throughout the campus community and working to improve on the excellence of service from years past.

Again, on behalf of the JMU Community, thank you for a great 2014 and best wishes for 2015!

Craig Short

Director, Facilities Management

University Holiday Schedule

2014

December 22 - 31 (Winter Holiday)

2015

Employee Personal Day (taken between 1/10/15 and 1/9/16)

January 1 - 2 (Winter Holiday, cont'd)

January 19 (Martin Luther King, Jr. Day)

March 13

May 25 (Memorial Day)

July 3 (Independence Day)

November 25 (4 hours)

November 26 - 27 (Thanksgiving Holiday)

December 24 - 31 (Winter Holiday)

Don't Forget Your Flu Shot!

Look no further than your local drug store to get a free flu shot!

Just show your COVA Care, COVA HealthAware or COVA HDHP plan

ID card to the participating pharmacist to get flu shots at no cost for you and covered family members. The COVA Care and COVA HDHP prescription drug programs are with Anthem, while the COVA HealthAware program is with Aetna.

Visit the [DHRM website](#) to find local providers as well as for more information regarding flu shots.





FM Snapshots



Housekeeping Supervisor, Linda Miller with her raffle winnings



Landscape Worker, Danny Thomas



Landscape staff Paul Layman and Glen Myers preparing for a football game



Tree in play area next to Anthony Seeger

- **JMU Surplus:** Effective immediately, shoppers who select items at the JMU surplus warehouse will no longer be able to transport items back to campus in personal vehicles. The only approved delivery methods are delivery by the surplus property coordinator, FM-moving and delivery, or JMU departmental vehicles.
- **Inclement Weather:** JMU Facilities Policy I:28 Inclement Weather/Special Events Pay has recently been revised. You may review the policy, found here: [N:\AF\FAC\FAC-Common\FMProcedures\I 28 Inclement Weather 2014](#). Please direct any questions to your supervisor.
- The **FM Christmas Banquet** will be held Wednesday, December 17 in Gibbons Dining Hall. Day shift is scheduled at 11:30 a.m. Night shift will be at 10:30 p.m. Tickets can be purchased through December 10 from Kathleen Whetzel, Deanna Glass, Matilda Honeycutt, Dawn Knight, Donna Fink, and Rick Dean.
- **GED Program:** JMU has GED classes for employees that never received their high school diploma and would like to work on obtaining it. The classes have an instructor but are self-paced. Once signed up, employees are expected to attend class every week unless extenuating circumstances prevent attendance. The GED program meets every Friday that the University is open, from 10:30am to 1:30pm, in room 102 of the University Services Building. If interested, please discuss this with your supervisor and contact Brett Sinclair (8-4535) for more information or to sign up.

JMU Facilities Birthdays for December

Sarah Lunn 12/2	Danielle Johns 12/3	Jane Reynolds 12/3	Crystal Ball 12/4	Paul Goins 12/4
Kathy Kirtley 12/4	Tommy Banks 12/6	Donna Whetzel 12/7	Taryn Berger 12/8	Wilda Dove 12/8
Crystal Limerick 12/9	Mary Monger 12/9	Floyd Reedy 12/9	Ted Staton 12/9	Asllan Shabani 12/10
Carol Sly 12/10	Joe Archer 12/12	Theresa Sutherly 12/12	Vernon Lawson 12/13	Steven Croy 12/14
Amanda Fretwell 12/15	Pat Livengood 12/15	Crystal Wegman 12/15	Ricardo Valencia 12/16	Paul Frye 12/18
Chris Nazelrod 12/18	Tony Smith 12/18	Brittney Candido	Jeffrey Helmick 12/19	Mitchell Propst 12/19
Dustin Honeycutt 12/20	Bob Privott 12/20	Timothy Huffman 12/21	Elamanda Walker 12/21	Braxton Wilson 12/25
Tessy May 12/26	Wes Auville 12/27	Carla King 12/27	Bruce Price 12/27	Paul Cardin 12/28
Terry Lindsey 12/28	David Tysinger 12/28	Charity Abercrombie 12/31	Clayton Campbell 12/31	Eula Gammon 12/31